

NOISE ABATEMENT ANALYST

DEFINITION

Under general supervision, the Noise Abatement Analyst promotes the City's noise management program and policies and provides administrative and analytical assistance to Airport Management staff.

DISTINGUISHING CHARACTERISTICS

This is a journey level, single position, technical support classification located in Airport Operations. The position serves as a representative with the general public and aviation community in matters primarily relating to the airport's noise management program.

SUPERVISION RECEIVED

Receives general supervision from the Airport Operations Supervisor or other supervisor as assigned by the Airport Manager.

SUPERVISION EXERCISED

May provide project or technical supervision to volunteers and clerical staff.

ESSENTIAL DUTIES

Duties may include, but are not limited to the following:

Enforces the City's Noise Ordinance for the Airport.

Operates, maintains and troubleshoots noise monitoring equipment and flight tracking systems.

Facilitates and monitors the noise management program including responding to difficult noise complaints and requests for information.

Assists in the development and implementation of goals, objectives, policies and priorities relative to the noise management program.

Prepares statistical analyses and reports; maintains databases and charts relating to noise abatement.

Develops noise abatement seminars for pilots and community groups; conducts workshops for aircraft operators; meets with the public and professional staff on a routine basis.

Represents the Airport at community and regional meetings.

ESSENTIAL DUTIES (continued)

Assists in development of agenda reports and departmental presentations.

Advises airport management regarding operational activities that affect the surrounding environment.

Clerical duties including answering the phone, typing, file maintenance and word processing.

Other duties as assigned, which may include but are not limited to assisting with airport operations and security related duties and responsibilities as required by airport management, Storm Water Pollution Prevention Plan (SWPPP) and wildlife abatement.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Federal Aviation Regulations, state and local noise abatement and environmental laws and regulations.

Principals and practices of airport organization, administration, public relations.

Airport operations and procedures commonly used at a general aviation airport including training procedures and traffic pattern provisions.

Operating characteristics of fixed and rotary wing single, multi-engine aircraft, and corporate jets.

Air traffic control procedures.

Noise abatement problems and procedures.

Records management and general office skills.

Airport noise-monitoring and flight tracking equipment.

Aircraft identification and aircraft emergency response procedures.

Best practices related to the airport's Storm Water Pollution Prevention Plan (SWPPP).

Ability to:

Work weekend and irregular shifts as required.

Use Microsoft Office, Airport Noise and Operations Monitoring System (ANOMS), flight data logging equipment.

JOB RELATED AND ESSENTIAL QUALIFICATIONS (continued)

Ability to:

Establish and maintain effective working relationships with pilots, community groups, City staff and other aircraft regulatory personnel, including state and federal agencies.

Work independently within the confines of program objectives and guidelines provided.

Communicate effectively, both orally and in writing; speak effectively in large and small group settings.

Compile statistical data and prepare written reports, formal letters and memos.

Problem-solve to develop strategies in response to community needs.

Read and interpret ordinances, rules, regulations, and FAA manuals.

Analyze and make recommendations regarding procedures, policies, and operations.

EXPERIENCE AND EDUCATION

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience

Two (2) years experience in airport community-based or noise abatement programs with a high degree of public contact.

Education

Equivalent to a Bachelor's Degree from an accredited college or university with major course work in airport management, business administration, or a related field.

Licenses or Certificates

Possession and maintenance of a valid California Class C driver's license is required.

SPECIAL REQUIREMENTS

Essential duties require the mental and/or physical ability to: work in a standard office environment and use standard office equipment and current software; grasp, perform repetitive hand movements and fine coordination to prepare documents and data using a computer keyboard and mouse/trackball; sit for prolonged periods of time; stand, walk, reach, bend and safely lift and move equipment and materials weighing up to 35 pounds; converse by telephone,

SPECIAL REQUIREMENTS (continued)

by email, in person, and be clearly understood; read and comprehend legal, technical and complex documents; interact with the public and all different levels of City staff in an effective and professional manner. Essential functions must be performed with or without reasonable accommodation.

PROBATIONARY PERIOD One (1) year

643CS10

Created November 2010

Revised March 2013

AAP GROUP: 1

FPPC STATUS: Non-Designated

FLSA STATUS: Non-Exempt